

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**OMB Approval No: 2577-0226
Expires: 03/31/2002**

H O U S I N G

**PHA Plan
Agency Identification**

PHA Name: Sayreville Housing Authority

PHA Number: NJ 106

PHA Fiscal Year Beginning: (mm/yyyy) January 1, 2001

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

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emphasized in recent legislation. PHAS may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAS should identify these measures in the spaces to the right of or below the stated objectives.

1

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

_____ The PHA's mission is: (state mission here)

B. Goals

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing

Objectives:

☒ Apply for additional rental vouchers: **155**

_____ Reduce public housing vacancies:

☒ Leverage private or other public funds to create additional housing opportunities: **dollar for dollar**

_____ Acquire or build units or developments

_____ Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

_____ Improve public housing management: (PHAS score)

☒ Improve voucher management: (SEMAP score) **to 100%**

☒ Increase customer satisfaction: **maintain at 95- 100%**

☒ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)

_____ Renovate or modernize public housing units:

_____ Demolish or dispose of obsolete public housing:

_____ Provide replacement public housing:

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- ___ Provide replacement vouchers:
- ___ Other: (list below)

☒ PHA Goal: Increase assisted housing choices

Objectives:

☒ Provide voucher mobility counseling: **to 100% of participants in need of counseling**

- ☒ Conduct outreach efforts to potential voucher landlords
- ___ Increase voucher payment standards
- ___ Implement voucher homeownership program: 10 home purchases
- ___ Implement public housing or other homeownership programs:
- ___ Implement public housing site-based waiting lists:
- ___ Convert public housing to vouchers:
- ___ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

___ PHA Goal: Provide an improved living environment

Objectives:

- ___ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ___ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ___ Implement public housing security improvements:
- ___ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ___ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted

Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families: **by 100%**
- ☒ Provide or attract supportive services to improve assistance recipients' employability: **by 100%**
- ☒ Provide or attract supportive services to increase independence for the elderly

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or families with disabilities.

_____ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

maintain at 100%

☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **maintain at 100%**

☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

100% accessibility

_____ Other: (list below)

Other PHA Goals and Objectives: (list below)

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Annual PHA Plan PHA Fiscal Year 2000

[24 CFR Part 903.7]

Annual Plan Type:

_____ **Standard Plan**

Streamlined Plan:

_____ **High Performing PHA**

_____ **Small Agency (<250 Public Housing Units)**

 X **Administering Section 8 Only**

** The Sayreville Housing Authority, with 150 Section 8 vouchers/certificates qualifies for submission of the "Small PHA Plan Update" and shall complete same by utilizing the current PHA Plan template, pursuant to Notice PIH 2000-43.*

_____ **Troubled Agency Plan**

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

See Attachment "A", containing Executive Summary Narrative

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Display column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.
the right of the title.

| | | |
|---|----|----|
| 12. Community Service Programs | 37 | |
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Attachments

Required Attachments:

- _____ Admissions Policy for Deconcentration
- _____ FY 2000 Capital Fund Program Annual Statement
- _____ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

- A. Executive Summary
- B. Summary of Policy and Program Changes
- C. Comments of Resident Advisory Board and Response of Housing Authority (must be attached if not included in PHA Plan text)
- D. Membership of the Resident Advisory Board
- E. Consistency with Consolidated Plan
- F. PHA Criteria for Amendments to Plan
- G. Resident Membership on the PHA Governing Board

Supporting Documents Available for Review

| List of Supporting Documents Available for Review | | |
|---|---------------------|---------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | | |

| | | |
|---|---|--|
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| X | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources; |
| | Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP] | Annual Plan: Eligibility, Selection, and Admissions Policies |
| X | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| | Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan | Annual Plan: Rent Determination |

| | | |
|---|---|---|
| | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation) | Annual Plan: Operations and Maintenance |
| | Public housing grievance procedures check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing | Annual Plan: Capital Needs |
| | Approved or submitted applications for demolition and/or disposition of public housing | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans) | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing |
| | Approved or submitted public housing homeownership programs/plans | Annual Plan: Homeownership |
| | Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| | The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan) | Annual Plan: Safety and Crime Prevention |
| X | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | Annual Plan: Annual Audit |
| | Troubled PHAs: MOA/Recovery Plan | Troubled PHAs |
| | Other supporting documents (optional) (list individually; use as many lines as necessary) | (specify as needed) |

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other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

| | | |
|--|--|--|
| | | |
|--|--|--|

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

** Although the Authority is submitting the Small PHA Plan update, the Housing Needs figures have been updated from the FY 2000 Agency Plan. All other information is unmodified.*

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|----------------|----------------------------|---------------|----------------|----------------------------|-------------|-----------------|
| Family Type | Overall | Afford- ability | Supply | Quality | Access- ibility | Size | Location |
| Income <= 30% of AMI | 557 | 5 | 5 | 4 | 4 | 3 | 3 |
| Income >30% but <=50% of AMI | 439 | 5 | 5 | 4 | 4 | 3 | 3 |
| Income >50% but <80% of AMI | 342 | 4 | 4 | 4 | 3 | 3 | 3 |
| Elderly | 684 | 5 | 5 | 4 | 4 | 5 | 3 |
| Families with Disabilities | 1636** | 3 | 3 | 4 | 3 | 5 | 3 |
| White (Non-Hispanic) | 2,879 | 2 | 2 | 4 | 3 | 2 | 3 |
| Black (Non-Hispanic) | 346 | 3 | 3 | 4 | 3 | 3 | 3 |
| Hispanic | 251 | 3 | 3 | 4 | 3 | 3 | 3 |
| American-Indian, Eskimo, Asian | 73 | 3 | 3 | 4 | 3 | 3 | 3 |

**Figure represents total population of this category withing Borough; no specific data available on the number of Renters within their group; however, Consolidated Plan indicates that 28.7% of the total population are Renters.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

☒ Consolidated Plan of the Jurisdiction/s

Indicate year: 1995-1999

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

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- _____ American Housing Survey data
Indicate year: _____
- _____ Other housing market study
Indicate year: _____
- _____ Other sources: (list and indicate year of information)

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

| Housing Needs of Families on the Waiting List | | | |
|---|---------------|---------------------|-----------------|
| Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction: | | | |
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 399 | n/a | 8-12 |
| Extremely low income <=30% AMI | 335 | 84.2% | |
| Very low income (>30% but <=50% AMI) | 50 | 12.6% | |
| Low income (>50% but <80% AMI) | 14 | 3.2% | |
| Families with children | 353 | 88.4% | |
| Elderly families | 18 | 4.5% | |
| Families with Disabilities | 29 | 7.2% | |
| White | 190 | 47.6% | |
| Black (Non- Hispanic) | 115 | 28.8% | |
| Hispanic | 90 | 22.6% | |
| American Indian, Eskimo, Asian | 4 | 1.0% | |
| | | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | n/a | n/a | |
| 2 BR | n/a | n/a | |
| 3 BR | n/a | n/a | |
| 4 BR | n/a | n/a | |

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| | | | |
|---|-----|-----|--|
| 5 BR | n/a | n/a | |
| 5+ BR | n/a | n/a | |
| Is the waiting list closed (select one)? NO If yes: B. How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? N/A Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO | | | |

C. Strategy for Addressing Needs

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
 - ☐ Reduce turnover time for vacated public housing units
 - ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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_____ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

- ☒ Apply for additional section 8 units should they become available
- _____ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- _____ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- _____ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- _____ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- _____ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- _____ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- _____ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- _____ Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- _____ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- _____ Other: (list below)

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Need: Specific Family Types: Families with Disabilities**Strategy 1: Target available assistance to Families with Disabilities:**

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504
Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they
become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
 _____ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
 _____ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☒ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
 _____ Results of consultation with advocacy groups
 _____ Other: (list below)

2. Statement of Financial Resources

*** *Figures updated from FY 2000 Agency Plan***

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

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| Sources | Planned \$ | Planned Uses |
|---|-------------|-----------------------------------|
| 1. Federal Grants (FY 2000 grants) | | |
| a) Public Housing Operating Fund | | |
| b) Public Housing Capital Fund | | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | \$1,278,496 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | | |
| g) Resident Opportunity and Self-Sufficiency Grants | | |
| h) Community Development Block Grant | | |
| i) HOME | | |
| Other Federal Grants (list below) | | |
| Section 8 New Construction | 3,279,320 | Section 8 Tenant Based Assistance |
| | | |
| | | |
| | | |
| | | |
| 3. Public Housing Dwelling Rental Income | | |
| | | |
| | | |
| 4. Other income (list below) | | |
| | | |
| | | |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |
| | | |
| Total resources | 4,557,816 | |
| | | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing N/A (Section 8 Only)

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- _____ When families are within a certain number of being offered a unit: (state number)
- _____ When families are within a certain time of being offered a unit: (state time)
- _____ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- _____ Criminal or Drug-related activity
- _____ Rental history
- _____ Housekeeping
- _____ Other (describe)
- c. _____ Yes _____ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. _____ Yes _____ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. _____ Yes _____ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- _____ Community-wide list
- _____ Sub-jurisdictional lists
- _____ Site-based waiting lists
- _____ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- _____ PHA main administrative office

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_____ PHA development site management office
 _____ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. _____ Yes _____ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. _____ Yes _____ No: May families be on more than one list simultaneously
 If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

_____ PHA main administrative office
 _____ All PHA development management offices
 _____ Management offices at developments with site-based waiting lists
 _____ At the development to which they would like to apply
 _____ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

_____ One
 _____ Two
 _____ Three or More

b. _____ Yes _____ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

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____ Yes ____ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ____ Emergencies
- ____ Overhoused
- ____ Underhoused
- ____ Medical justification
- ____ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ____ Resident choice: (state circumstances below)
- ____ Other: (list below)

a. Preferences

1. ____ Yes ____ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5))

Occupancy)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ____ Involuntary Displacement (Disaster, Government Action, Action of Housing
- ____ Owner, Inaccessibility, Property Disposition)
- ____ Victims of domestic violence
- ____ Substandard housing
- ____ Homelessness
- ____ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ____ Working families and those unable to work because of age or disability
- ____ Veterans and veterans’ families
- ____ Residents who live and/or work in the jurisdiction
- ____ Those enrolled currently in educational, training, or upward mobility programs
- ____ Households that contribute to meeting income goals (broad range of incomes)
- ____ Households that contribute to meeting income requirements (targeting)

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- _____ Those previously enrolled in educational, training, or upward mobility programs
- _____ Victims of reprisals or hate crimes
- _____ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

_____ Date and Time

Former Federal preferences:

- _____ Involuntary Displacement (Disaster, Government Action, Action of Housing
_____ Owner, Inaccessibility, Property Disposition)
- _____ Victims of domestic violence
- _____ Substandard housing
- _____ Homelessness
- _____ High rent burden

Other preferences (select all that apply)

- _____ Working families and those unable to work because of age or disability
- _____ Veterans and veterans’ families
- _____ Residents who live and/or work in the jurisdiction
- _____ Those enrolled currently in educational, training, or upward mobility programs
- _____ Households that contribute to meeting income goals (broad range of incomes)
- _____ Households that contribute to meeting income requirements (targeting)
- _____ Those previously enrolled in educational, training, or upward mobility programs
- _____ Victims of reprisals or hate crimes
- _____ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- _____ The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

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- ☐ The PHA-resident lease
☐ The PHA's Admissions and (Continued) Occupancy policy
☐ PHA briefing seminars or written materials
☐ Other source (list)

- b. How often must residents notify the PHA of changes in family composition? (select all that apply)
- ☐ At an annual reexamination and lease renewal
☐ Any time family composition changes
☐ At family request for revision
☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?
- c. If the answer to b was yes, what changes were adopted? (select all that apply)
- ☐ Adoption of site-based waiting lists
☐ If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
 If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
 If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the

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results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- _____ Additional affirmative marketing
 _____ Actions to improve the marketability of certain developments
 _____ Adoption or adjustment of ceiling rents for certain developments
 _____ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 _____ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- _____ Not applicable: results of analysis did not indicate a need for such efforts
 _____ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- _____ Not applicable: results of analysis did not indicate a need for such efforts
 _____ List (any applicable) developments below:

B. Section 8 *Information unmodified from FY 2000 Agency Plan

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ___X___ Criminal or drug-related activity only to the extent required by law or regulation
 _____ Criminal and drug-related activity, more extensively than required by law or regulation
 _____ More general screening than criminal and drug-related activity (list factors below)
 _____ Other (list below)

b. ___X___ Yes _____ No: Does the PHA request criminal records from local law enforcement

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| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |

- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance?

(select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions: A family may request an extension of the Certificate/Voucher time period. All requests for extensions must be received prior to the expiration date of the Certificate/Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:

- * Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.
- * The Authority is satisfied that the family has made reasonable efforts to locate a unit, including seeking the assistance of the Authority, throughout the initial sixty-day period. A completed search record is required.
- * The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.

The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted.

The Authority will not request HUD approval to extend Certificate or Voucher beyond an additional 60 days.

(4) Admissions Preferences

a. Income targeting

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___ Yes ___X___ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ___X___ Yes ___ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ___X___ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 ___X___ Victims of domestic violence
 ___ Substandard housing
 ___ Homelessness
 ___X___ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ___ Working families and those unable to work because of age or disability
 ___ Veterans and veterans' families
 ___X___ Residents who live and/or work in your jurisdiction
 ___ Those enrolled currently in educational, training, or upward mobility programs
 ___ Households that contribute to meeting income goals (broad range of incomes)
 ___ Households that contribute to meeting income requirements (targeting)
 ___ Those previously enrolled in educational, training, or upward mobility programs
 ___ Victims of reprisals or hate crimes
 ___X___ Other preference(s) (list below)

Non-Residents who work in jurisdiction

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

___ Date and Time

Former Federal preferences

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- ☐_1___ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) - Residents
- ☐_2___ Victims of domestic violence - Residents
- ☐_____ Substandard housing
- ☐_____ Homelessness
- ☐_3___ High rent burden - Residents
- ☐_7___ Involuntary Displacement - Non-Residents
- ☐_8___ Victims of Domestic Violence - Non-Residents

Other preferences (select all that apply)

- ☐_____ Working families and those unable to work because of age or disability
- ☐_____ Veterans and veterans' families
- ☐_5___ Residents who live in your jurisdiction
- ☐_____ Those enrolled currently in educational, training, or upward mobility programs
- ☐_____ Households that contribute to meeting income goals (broad range of incomes)
- ☐_____ Households that contribute to meeting income requirements (targeting)
- ☐_____ Those previously enrolled in educational, training, or upward mobility programs
- ☐_____ Victims of reprisals or hate crimes
- ☐_____ Other preference(s) (list below)
- ☐_4___ Residents who live and work in jurisdiction.
- ☐_6___ Non-Residents who work in jurisdiction.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒_X___ Date and time of application
- ☐_____ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒_X___ This preference has previously been reviewed and approved by HUD
- ☐_____ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐_____ The PHA applies preferences within income tiers
- ☒_X___ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs N/A

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- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- _____ The Section 8 Administrative Plan
- _____ Briefing sessions and written materials
- _____ Other (list below)
- a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- _____ Through published notices
- _____ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing N/A (Section 8 only)

(1) Income Based Rent Policies

- a. Use of discretionary policies: (select one)

_____ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

_____ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

_____ \$0

_____ \$1-\$25

_____ \$26-\$50

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2. ____ Yes ____ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ____ Yes ____ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

____ For the earned income of a previously unemployed household member

____ For increases in earned income

____ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

____ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

____ For household heads

____ For other family members

____ For transportation expenses

____ For the non-reimbursed medical expenses of non-disabled or non-elderly families

____ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

____ Yes for all developments

____ Yes but only for some developments

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_____ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- _____ For all developments
- _____ For all general occupancy developments (not elderly or disabled or elderly only)
- _____ For specified general occupancy developments
- _____ For certain parts of developments; e.g., the high-rise portion
- _____ For certain size units; e.g., larger bedroom sizes
- _____ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- _____ Market comparability study
- _____ Fair market rents (FMR)
- _____ 95th percentile rents
- _____ 75 percent of operating costs
- _____ 100 percent of operating costs for general occupancy (family) developments
- _____ Operating costs plus debt service
- _____ The "rental value" of the unit
- _____ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- _____ Never
- _____ At family option
- _____ Any time the family experiences an income increase
- _____ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- _____ Other (list below)

g. _____ Yes _____ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

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(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- _____ The section 8 rent reasonableness study of comparable housing
- _____ Survey of rents listed in local newspaper
- _____ Survey of similar unassisted units in the neighborhood
- _____ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

**** Information unmodified from FY 2000 Agency Plan***

(1) Payment Standards

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- _____ At or above 90% but below 100% of FMR
- _____ 100% of FMR
- X Above 100% but at or below 110% of FMR
- _____ Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- _____ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- _____ The PHA has chosen to serve additional families by lowering the payment standard
- _____ Reflects market or submarket
- _____ Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- _____ Reflects market or submarket
- X To increase housing options for families
- _____ Other (list below)

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d. How often are payment standards reevaluated for adequacy? (select one)

☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0
☐ \$1-\$25
☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management * *Exempt from Small PHA Plan Update*

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

(select one)

☐ An organization chart showing the PHA's management structure and organization is attached.
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|--------------|--|-------------------|
| | | |

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| | | |
|---|--|--|
| Public Housing | | |
| Section 8 Vouchers | | |
| Section 8 Certificates | | |
| Section 8 Mod Rehab | | |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | | |
| Public Housing Drug Elimination Program (PHDEP) | | |
| | | |
| | | |
| Other Federal Programs(list individually) | | |
| | | |
| | | |

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)

N/A

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures *Exempt from Small PHA Plan Update

[24 CFR Part 903.7 9 (f)]

A. Public Housing

1. ____ Yes ____ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
____ PHA main administrative office
____ PHA development management offices

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can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834. Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

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_____ Other (list below)

B. Section 8 Tenant-Based Assistance

1. _____ Yes _____ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

_____ PHA main administrative office

_____ Other (list below)

7. Capital Improvement Needs N/A (Section 8 Only)

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

_____ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

_____ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

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a. ____ Yes ____ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

____ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

____ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund) N/A Section 8 Only

____ Yes ____ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

____ Revitalization Plan under development

____ Revitalization Plan submitted, pending approval

____ Revitalization Plan approved

____ Activities pursuant to an approved Revitalization Plan underway

____ Yes ____ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

____ Yes ____ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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____ Yes ____ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition N/A (Section 8 Only)

[24 CFR Part 903.7 9 (h)]

1. ____ Yes ____ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

____ Yes ____ No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

| Demolition/Disposition Activity Description |
|---|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Activity type: ____ Demolition ____ Disposition |
| 3. Application status (select one) ____ Approved ____ Submitted, pending approval ____ Planned application |
| 4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u> |
| 5. Number of units affected: Coverage of action (select one) ____ Part of the development ____ Total development |
| 7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity: |

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**9. Designation of Public Housing for Occupancy by Elderly Families
or Families with Disabilities or Elderly Families and Families
with Disabilities N/A (Section 8 Only)**

[24 CFR Part 903.7 9 (i)]

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

| Designation of Public Housing Activity Description |
|--|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Designation type: |
| <input type="checkbox"/> Occupancy by only the elderly |
| <input type="checkbox"/> Occupancy by families with disabilities |
| <input type="checkbox"/> Occupancy by only elderly families and families with disabilities |
| 3. Application status (select one) |
| <input type="checkbox"/> Approved; included in the PHA’s Designation Plan |
| <input type="checkbox"/> Submitted, pending approval |
| <input type="checkbox"/> Planned application |
| 4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY) |

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| |
|--|
| 5. If approved, will this designation constitute a (select one) ____ New Designation Plan ____ Revision of a previously-approved Designation Plan? |
| 1. Number of units affected: 7. Coverage of action (select one) ____ Part of the development ____ Total development |

10. Conversion of Public Housing to Tenant-Based Assistance

N/A (Section 8 Only)

[24 CFR Part 903.7 9 (j)]

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ____ Yes ____ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ____ Yes ____ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

| Conversion of Public Housing Activity Description |
|--|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. What is the status of the required assessment? ____ Assessment underway ____ Assessment results submitted to HUD ____ Assessment results approved by HUD (if marked, proceed to next question) ____ Other (explain below) |
| 3. ____ Yes ____ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) |

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved:
☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
☐ Requirements no longer applicable: vacancy rates are less than 10 percent
☐ Requirements no longer applicable: site now has less than 300 units
☐ Other: (describe below)

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing N/A (Section 8 Only)

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing**)

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PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

____ Yes ____ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

| Public Housing Homeownership Activity Description (Complete one for each development affected) |
|--|
| 1a. Development name: 1b. Development (project) number: |
| 2. Federal Program authority: ____ HOPE I ____ 5(h) ____ Turnkey III ____ Section 32 of the USHA of 1937 (effective 10/1/99) |
| 3. Application status: (select one) ____ Approved; included in the PHA’s Homeownership Plan/Program ____ Submitted, pending approval ____ Planned application |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY) |
| 5. Number of units affected: 6. Coverage of action: (select one) ____ Part of the development ____ Total development |

B. Section 8 Tenant Based Assistance

1. ____ Yes __X__ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

___ Yes ___ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ___ 25 or fewer participants
- ___ 26 - 50 participants
- ___ 51 to 100 participants
- ___ more than 100 participants

b. PHA-established eligibility criteria

___ Yes ___ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)] ***Exempt from Small PHA Plan Update**

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

___ Yes ___ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ___ Client referrals
- ___ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ___ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ___ Jointly administer programs
- ___ Partner to administer a HUD Welfare-to-Work voucher program
- ___ Joint administration of other demonstration program
- ___ Other (describe) Note: The Authority has not applied for welfare-to-work vouchers,

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however, it does coordinate with the welfare agencies in the areas marked above.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
☐ Public housing admissions policies
☐ Section 8 admissions policies
☐ Preference in admission to section 8 for certain public housing families
☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
☐ Preference/eligibility for public housing homeownership option participation
☐ Preference/eligibility for section 8 homeownership option participation
☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

| Services and Programs | | | | |
|--|-------------------|--|--|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| | | | | |
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(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|--|--|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | | |
| Section 8 | | |

b. ____ Yes ____ No:

If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
 - ____ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ____ Informing residents of new policy on admission and reexamination
 - ____ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ____ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - ____ Establishing a protocol for exchange of information with all appropriate TANF agencies

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_____ Other: (list below)

13. PHA Safety and Crime Prevention Measures **N/A (Section 8 Only)**

[24 CFR Part 903.7 9 (m)]

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- _____ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- _____ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- _____ Residents fearful for their safety and/or the safety of their children
- _____ Observed lower-level crime, vandalism and/or graffiti
- _____ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- _____ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- _____ Safety and security survey of residents
- _____ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- _____ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- _____ Resident reports
- _____ PHA employee reports
- _____ Police reports
- _____ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- _____ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

_____ Contracting with outside and/or resident organizations for the provision of crime-
and/or drug-prevention activities
_____ Crime Prevention Through Environmental Design
_____ Activities targeted to at-risk youth, adults, or seniors
_____ Volunteer Resident Patrol/Block Watchers Program
_____ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

_____ Police involvement in development, implementation, and/or ongoing evaluation of
drug-elimination plan
_____ Police provide crime data to housing authority staff for analysis and action
_____ Police have established a physical presence on housing authority property (e.g.,
community policing office, officer in residence)
_____ Police regularly testify in and otherwise support eviction cases
_____ Police regularly meet with the PHA management and residents
_____ Agreement between PHA and local law enforcement agency for provision of above-
baseline law enforcement services
Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

_____ Yes _____ No: Is the PHA eligible to participate in the PHDEP in the fiscal
year covered by this PHA Plan?
_____ Yes _____ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA
Plan?
_____ Yes _____ No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

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[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit * *Exempt from Small PHA Plan Update*

[24 CFR Part 903.7 9 (p)]

1. ____ Yes ____ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ____ Yes ____ No: Was the most recent fiscal audit submitted to HUD?
3. ____ Yes ____ No: Were there any findings as the result of that audit?
4. ____ Yes ____ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. ____ Yes ____ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management N/A (Section 8 Only)

[24 CFR Part 903.7 9 (q)]

1. ____ Yes ____ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
____ Not applicable
____ Private management
____ Development-based accounting
____ Comprehensive stock assessment
____ Other: (list below)

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3. ____ Yes ____ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ____ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached at Attachment (File name) **See Attachment "C"**
 ____ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
 ____ The PHA changed portions of the PHA Plan in response to comments
 ____ List changes below:
 ____ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☒ Yes ____ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
See Attachment "G"
2. ____ Yes ____ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
 ____ Candidates were nominated by resident and assisted family organizations
 ____ Candidates could be nominated by any adult recipient of PHA assistance

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_____ Self-nomination: Candidates registered with the PHA and requested a place on ballot

_____ Other: (describe)

b. Eligible candidates: (select one)

_____ Any recipient of PHA assistance

_____ Any head of household receiving PHA assistance

_____ Any adult recipient of PHA assistance

_____ Any adult member of a resident or assisted family organization

_____ Other (list)

c. Eligible voters: (select all that apply)

_____ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

_____ Representatives of all PHA resident and assisted family organizations

_____ Other (list)

C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: (provide name here)

Borough of Sayreville

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

 X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

 X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

 X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

 X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

See Attachment "E"

_____ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

See Attachment "E"

D. Other Information Required by HUD

ATTACHMENT “A”

SAYREVILLE HOUSING AUTHORITY AGENCY PLAN --EXECUTIVE SUMMARY--

The Sayreville Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The plans, statements, and policies set forth and/or referenced in this Agency Plan all lead toward the accomplishment of the Authority’s goals and objectives as outlined under Section B of the 5 Year Plan. The highlights of the major initiatives of the Authority’s Agency Plan are as follows:

1. The Authority seeks to continue its an outreach program to attract new landlords to participate in the Section 8 program;
2. The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.

ATTACHMENT B

SUMMARY OF POLICY and PROGRAM CHANGES

The Sayreville Housing Authority has made no major changes to the policies and programs referenced in its FY 2000 Agency Plan with the following exception(s):

The Authority has decided to delay, indefinitely, the implementation of the Section 8 Homeownership Program in order to analyze the feasibility of the program in the Sayreville area and the Authority's capacity to administrate same.

ATTACHMENT “C”

Section 8 Participant Advisory Board Recommendations:

Meeting Date: September 14, 2000

Comments:

1. The Authority should delay its plans to implement a Section 8 Homeownership Program due to an inability to devote sufficient time to the program’s administration. Participants also expressed some skepticism as to the program’s feasibility in a housing market such as Sayreville.
2. Participants were encouraged that the Authority’s Informal Review Procedure is available to all Section 8 participants for review.
3. Participants would like to see continued efforts made to encourage more landlords to participate in the Section 8 program in order to increase housing choices.

Authority’s Responses:

1. The Authority is in fact going to delay its implementation of the Section 8 Homeownership Program.
2. The Authority intends to make continued efforts to encourage more landlords to participate in the Section 8 Program.

ATTACHMENT “D”

Membership of Resident Advisory Board

- 1. Jill Gervassoni
(Family)**
- 2. Eleanor Rogan
(Senior)**
- 3. Patricia Apgar
(Family)**

ATTACHMENT “E”

CONSISTENCY WITH CONSOLIDATED PLAN

The Sayreville Housing Authority’s Agency Plan is consistent with the Borough’s Consolidated Plan in that:

1. The Authority seeks to apply for additional rental vouchers in order to provide assistance to a greater number of individuals in need.
2. The Authority intends to make continual efforts to attract potential landlords to participate in the Section 8 program in order to increase housing choices for the program participants.

ATTACHMENT ‘F’

PHA Criteria for Amendments to Plan

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five Year Plans and the policies described therein. However, any “significant amendment or modification” to the Annual Plan and any “substantial deviations” from the Five Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The Sayreville Housing Authority will consider the following to be significant amendments or modifications:

- * changes to rent or admissions policies or organization of the waiting list
- * changes to Operations and Management Policies
- * changes to Grievance procedures
- * and any change with regard to homeownership programs

The Sayreville Housing Authority will consider the following to constitute a substantial deviation from the Five Year Plan:

- * Any modification to the PHA’s mission statement or any substantial modification to the PHA’s goals and/or objectives

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered substantial deviations or significant amendments by this Authority.

ATTACHMENT “G”

Resident Membership on the PHA Governing Board

The Sayreville Housing Authority is aware of the recently enacted HUD regulation requiring PHA's to include at least one resident on its governing board. The Authority meets the exemption criteria provided under Section 2(b)(2) of the U.S. Housing Act of 1937 in that:

- * The Authority is a Section 8 only agency; and
- * The Authority has notified its Resident Advisory Board of the availability of a position on the governing board and has waited a reasonable time for a positive response; however, no Section 8 participant has expressed interest in serving in said capacity.

The Authority is aware that this recruitment process must be repeated on an annual basis. The next opportunity for appointment to the Board will be December 2000; said appointment shall be made by the Borough Mayor.